

Parking Operations Parking Hang Tag Refund Request Form

A full or partial refund may be requested using this form.

- (A) **Full refund** is only available to students who completely withdraw (drop all classes) within the first two weeks of the semester or employees who separate within the first two weeks of employment. A full refund may only be requested within the semester that the parking hang tag was purchased.
- (B) **Partial refund** is available to students and employees who purchase an annual parking hang tag. To request a partial refund (1/2 of the annual cost), complete and submit a Refund Request form to Parking Operations before the winter break in December. *Refund requests will not be accepted after the winter break.*

*Employees using payroll deduction will see the deductions end in lieu of receiving a refund.

NAME _____ UIN _____

Student[☐] Faculty[☐] Staff[☐] Other[☐]

I would like to request a refund of my Parking Hang Tag:

A-Full Refund [☐] or B-Partial Refund [☐]

Please enter a reason below for the refund request, i.e., dropped classes, housing student graduated mid-year, resigned, retired, etc.

Signature _____ Date _____

Approval(Fiscal Officer) _____ Date _____